

WEBB COUNTY

Job Vacancy Posting

JOB TITLE: TRAFFIC CLERK / PART—TIME

(Detailed job description available upon request.)

DEPARTMENT: JUSTICE OF THE PEACE, PCT. 4

JOB SUMMARY:

ENTER CASE, ISSUE LETTERS, FAILURE TO APPEARS, WARRANTS OF ARREST,. AND DISPOSE OF TRAFFIC CITATION.

QUALIFICATIONS:

- Experience not required
- Bilingual
- Must possess speed and accuracy in data entry

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift 30-45 lbs

OTHER REQUIREMENTS/INFORMATION:

- Must possess a valid and current Texas driver's license.
- Webb County Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SALARY: \$10.44 HR / 38 HOURS BIWEEKLY

CLOSING DATE: APRIL 12, 2010

Applications are available at the Administrative Services/Human Resources Office
1110 Washington St. Suite 204 * Laredo, Texas 78040
Monday — Friday (8:00 a.m. - 12:00; 1:00 p.m. — 5:00 p.m.)

Or On-line at: www.webbcountvtx.gov

All applications must be submitted to Administrative Services office.
You may also call (956) 523-4198 for more information.
Webb County is an Equal Employment Opportunity (EEOC) Employer